

INSTRUCTIONS: REFORESTATION PROJECT PROPOSAL

Project proposals should have **all pertinent fields completed**. See available examples and cell-by-cell instructions below. For projects using pesticides, review the division's [Pesticide Use Guidelines](#) and complete all cells **outlined in dashed-red**. Download and save locally the proposal form before entering data. Data entered in a web browser will be lost.

- PROJECT TYPE – primary activity (e.g., planting, seeding, site prep, etc.)
- CONTRACT LEVEL - organizational level at which service contracting and/or material purchasing will occur
- TRT. AC. - size of treatment area or area to be treated within SRM site

TREATMENT UNIT

- PROJ # - project number is a sequential project number that starts over every year (often assigned by area lead)
- FY – fiscal year project will be completed
- RAN – the region-area-number for the work area where the treatment unit exists
- COUNTY – county where the treatment unit exists
- T-R-S-Q – township, range, section, and quarter section
- SRM SITE(S) – “LOC_DESC” or “t-number” from SRM (e.g., t14131w116001)
- STAND(S) – stand numbers, first three numbers in FIM “SLABEL” or last three numbers of “t-number”
- SEED ZONE – seed zone (i.e., 101-106) from [DP-05](#) to control seed source for planting and seeding projects only
- LAND STATUS – select primary land status and indicate additional statuses in NARRATIVE/COMMENTS box
- LAT and LONG – in decimal minutes (DM) recorded to the hundredth decimal place
- SITE ACRES – size of SRM site rounded to nearest tenth acre
- TRT. AC. – size of managed area or area to be treated within SRM/4TREES site, derived from GPS traverse
- HOW WERE ACRES CALCULATED? – method used to arrive at size of treatment unit acres
- PERMIT # – timber permit number (when applicable)
- NPC – native plant community class (e.g., MHn44) from worksheet, point, or polygon mapping data

PROPOSED TREATMENT

- TREATMENT – dropdown of treatments. List includes treatments available in SRM and planned for 4TREES
- EQUIPMENT – dropdown indicating equipment needed for project
- SPECIFICS – for site prep activities, indicate depth of mechanical treatment (increments of 6”), direction of passes (parallel or perpendicular), number of passes, and distance apart (e.g., 12” depth, parallel passes, 1 pass, 8’ feet apart). For planting projects, indicate spacing (e.g., 7’ x 8’). For mechanical release or stand improvement, indicate removal radius (e.g., brush 6’ radius around desired crop trees)
- PESTICIDE ALTERNATIVES CONSIDERED?
 - CULTURAL – example: let tree regeneration shade out undesirable species
 - MECHANICAL – example: use mechanical brush saw release
 - BIOLOGICAL – example: establish organisms that will control undesirable species (e.g. knapweed weevils, etc.)
 - NO PESTICIDE – example: no pesticide was considered but growth of invasive will out-compete crop trees
- WHY WAS PESTICIDE SELECTED? – provide primary reason pesticide was selected

TREATMENT MATERIALS

- GROWING STOCK/PESTICIDE TRADE NAME – list individually species of seedlings or seed needed, chemicals needed including pesticide, conditioner, and surfactants. Use accurate trade name (ex: “Accord XRT II” rather than “Accord”). For uncommon needs, add explanation in the NARRATIVE/COMMENTS
- RATE – treatment rate or density
- UNIT – unit of measure
- ACRES – size of area where material will be deployed, can be less than total treatment acres

VEG./REGEN. SURVEY

- SURVEY DATE - include the date that the summarized data was observed or collected
- SPECIES – include all species planned in the case of a planting or seeding or recorded in the regen survey
- STATUS – indicate whether the species listed is a desirable regenerating crop tree, a primary competitor, or a residual tree remaining on the site that may impact operations
- ARTIFICIAL – indicate whether the species was planted or seeded on the site
- TPA or BA – density in trees per acre; stand occupancy in basal area for sites where overstory exists
- STOCKING or COVER (%) – percent occupancy of the site by the species; stocking for woody and cover for non-woody
- HT. (FT) or DBH (IN) – height in feet of species to nearest 0.5 feet or diameter at breast height to the nearest inch

STAND HISTORY/TREATMENT PLAN

Include enough actuals, **proposed activity**, and planned activities to give the reviewers context for the proposed project.

- PLANNED – indicates whether the treatment or activity is planned (e.g., proposed site prep followed by planting). This is of interest when proposed project precedes a planting or seeding activity
- ACTUAL – indicates whether the treatment or activity was completed; describes past activity on the site (e.g., site prep, planting, etc.) that pertain to the proposed project
- TREATMENT/ACTIVITY – what occurred on the site (ex: planting, seeding, site prep – chem., etc.); ONSITE REGEN SURVEY populated as it is required prior to treatment with vegetation data to be included in REGEN SURVEY DETAILS
- DATE – date ACTION occurred or will occur
- COMMENTS – additional information on the treatment/activity to help the reviewer/approvers

SEEDBED DESCRIPTION

Especially helpful when proposing site prep, seeding, and planting projects. If data not available select NA.

- SOIL TEXTURE – dropdown of surface texture of soil
- DRAINAGE – dropdown of drainage class
- TOPOGRAPHY – dropdown of topographic position of site
- MINERAL SOIL EXPOSED (%) – dropdown in increments of 10, of interest for site prep and seeding projects
- ROCK (%) – dropdown in increments of 10, of interest for site prep, planting, and seeding projects
- AVAIL. ROOT DEPTH (IN) – dropdown of categories, of interest for site prep and prioritizing container seedlings
- SPHAGNUM (%) – dropdown in increments of 10, of interest for lowland conifer seeding projects

PROPOSED GROUND SUPPORT HELISPOT (AERIAL PROPOSALS ONLY)

The closest helispot with all-season access for ground support vehicles.

- FERRY DISTANCE (MI.) – distance from helispot to centroid of project site
- FOR. AREA CONTACT – designated area staff for coordinating treatment logistics
- OWNERSHIP – owner of helispot
- ACCESS – description of access. If gated, include key holder information
- HAZARD – hazards that could interfere with operations (e.g., transmission lines, towers, reserves, etc.)

NARRATIVE/COMMENTS

Proposers, use this space to “tell the site’s story”, provide context, rationale, and pertinent information for reviewers.

Reviewers, use this space to document identified issues that need to be addressed and/or rationale for approval/disapproval

REVIEW/APPROVAL

- CHECKS – required checks to take place before final project approvals. Reviews **outlined in dashed red** required when pesticides are used.
 - NHIS – required by policy and needs to be dated as the check must occur within 1-year of treatment
 - HCV 4 – high conservation value 4 (ecosystem services) includes drinking water supply management areas and wellhead protection areas; if included in treatment area, consult pesticide use guidelines
 - NWI – screen national wetland inventory for open water wetlands; record distance of treatment area to standing water. If the water is adjacent to or interior (and thus buffered), this distance should be recorded as 100 feet to reflect required buffers. GIS review is not a substitute for onsite assessment.
- SENSITIVE SITE? – select YES or NO to indicate that this is a sensitive site. Sensitive sites could include any of the features reviewed in the CHECKS review or NHIS, HCV 4, or NWI
- MEASURES TAKEN TO PROTECT SENSITIVE FEATURES – describe project elements and steps taken that will mitigate negative impacts to sensitive features
- DISTANCE TO NEIGHBOR – indicate adjoining public or private ownership or private ownership within ¼ mile.
- PUBLIC USE IN OR ADJACENT TO PROJECT AREA – describe nearby public use that factors into project design or will factor into project logistics (ex: bike trail will need to be temporarily closed during treatment)
- PROPOSER – Individual who designed and is submitting the project for approval should type name/proposal date
- AREA APPROVER – area silviculturist or party otherwise designated by area supervisor, digitally sign in Adobe
- REG. APPROVER – regional silviculturist, digitally sign in Adobe
 - PRIMARY FUNDING – select funding to be used and earmark program funds for project as appropriate

Some notes on approvals:

- ❖ Project submission should occur digitally from the proposer to reviewers
- ❖ Review will occur by the area and region. Ensure the project is in SRM/4TREES, inspect the form for completeness and the project for technical correctness.

TREATMENT MAP

The Reforestation Project Proposal Map Template ensures consistent proposal planning and map making. The template includes in its table of contents **feature classes** organized by *theme* and *broader map elements* like “Treatment Unit”, “Minnesota DNR Basemap”, “Map Checklist”, and “Mandatory Features.”

Downloading Map Template

Ensure you are connected to the network and mapped to the V: drive (GIS drive). If working remotely this requires establishing a VPN connection. Locate the .mxd file on the [intranet](#) using a web browser other than Internet Explorer.

Treatment Unit

After downloading and opening the .mxd file from the intranet to your computer, you will need to add the proposed treatment unit feature to the data frame under “Treatment Unit” in the table of contents. To include your proposed treatment unit, double click on “Treatment Unit.” Under “Source,” select “Set Data Source,” and select from your files the feature class (e.g. polygon shape file) of interest. Then right click on the “Treatment Unit” and select “Zoom to Layer.” To access the map template from the menu, select “View” then “Layout View.” Adjust your Legend Properties by double left clicking the Legend and using the General and Items tabs.

Minnesota DNR Basemap

The “Minnesota DNR Basemap” is included for use in map making.

- **Minnesota State Boundary**

Map Checklist (review, include if present)

The “Map Checklist” includes feature classes that must be reviewed in project planning and included on maps if they are present and will have an impact on project planning and implementation.

- *State Surface Interests by Administrator*
 - **County, Ecological and Water Resources, Fisheries, Forestry, Other DNR Units, Parks and Trails, and Wildlife**
- *Native American Reservations*
 - **Reservations include Eggleston-Prairie Island, Fond Du Lac, Grand Portage, Leech Lake, Lower Sioux, Mille Lacs, Nett Lake, Prior Lake, Red Lake, Sandy Lake, Upper Sioux, Vermillion, White Earth, and Winnebago**
- *Ecological Considerations*
 - **Forestry Native Plant Communities, NHIS Rare Features Data – Nonpublic (do not include nonpublic data on maps that may face the public), Rusty Patched Bumblebee Range and Surface waters and wetlands**
- *High Conservation Value 4 - Ecosystem Services*
 - **Drinking Water Supply Management Areas and Wellhead Protection Areas**
- *Electric Transmission Lines*
 - **Electric Transmission Lines 60 Kilovolt and Greater 2007**

Mandatory Features (include on all maps)

All maps must display the feature classes under “Mandatory Features.” Include the “2019 FSA Color Infrared Photo” or most recent imagery for projects involving helicopters treatment. Be sure to note the year of any added imagery in the legend.

- *Roads (as needed)*
 - **Federal and State, County, Local, State Forest Roads, and Forest Access Routes**
- *Recreation*
 - **State Forest Campgrounds and Day Use Areas, Walk-In Access Sites, Hunter Walking Trails, Parks and Trails, and Snowmobile Trails**
- *DNR Forest Stand Inventory*
- *PLS & Ownerships*
 - **Property Lines and All Available Parcels**
- *Imagery (include CIR or color imagery for all maps; color for aerial projects)*
 - **2019 FSA Color Infrared**